



FORM FL-330 INSTRUCTIONS

PROOF OF PERSONAL SERVICE (FL-330)

Tips for completing
Court forms,
[Click here](#)

Instructions For Person Who Personally Serves Court Documents:

Court forms can be served in one of two ways. Court forms can be served by handing them to the person who is supposed to get them, or they can be mailed. There is one form to show that court papers were handed to the person who is supposed to get the papers (Proof of Personal Services, form FL-330). There is another form to show that court papers were mailed to the person who is supposed to get the papers (Proof of Service by Mail, form FL-335).

This form tells the court that you delivered the court forms yourself. You must complete a proof of service for each package of documents you serve. For example, if you served both the mother and the father, you must complete two proofs of service, one for the mother and one for the father.

Filling out the Caption on your form

The top of the form has 6 boxes.

The image shows the top portion of Form FL-330, 'PROOF OF PERSONAL SERVICE'. A red oval highlights the caption area, which is divided into six numbered boxes:

- 1. ATTORNEY FOR (Name):
- 2. SUPERIOR COURT OF CALIFORNIA, COUNTY OF
- 3. PETITIONER/PLAINTIFF:
- 4. PROOF OF PERSONAL SERVICE
- 5. FOR COURT USE ONLY
- 6. CASE NUMBER

Below the caption area, there are sections for 'PERSONS SERVED', 'PERSONS RECEIVING', and 'OTHER PERSONS'. At the bottom, there are checkboxes for 'I am at least 18 years old, not a party to this action, and not a protected person listed in any of the orders' and 'I served copies of the following documents to each:'.

Fill out the caption boxes as follows:

1. “Attorney or Party without Attorney” – write the name, address and telephone number of the person for whom you are filing these forms.
“Attorney For (Name)” – Leave Blank.
2. “SUPERIOR COURT OF CALIFORNIA, COUNTY OF” – write the name of the County where the court case has been filed. Use the same address for the court that is on the documents you are serving. [Click here for location of courts.](#)
3. Plaintiff/Petitioner write the person’s name that is next to “Petitioner/Plaintiff” on the forms you are serving.
3. Defendant/Respondent write the person’s name that is next to “Respondent/Defendant” on the forms you are serving.
4. This is the TITLE of the form.
5. “For Court Use Only” – Leave blank.
6. “Case Number” – Leave blank.

Proof of Personal Service

1. You are promising that you are 18 years old or older; that you are not a party to this court case, and that you are not listed in the court papers as someone to be protected by a restraining order.
2. Print the name of the person to whom you gave the court papers.
3. List the name of each court form that you gave to the person. The exact name of each form is listed at the bottom of the document.
4.
 - a. Write the date that you delivered the court papers.
 - b. Write the time of day that you delivered the court papers.
 - c. Print the address where you delivered the court forms.
5. Check only one box. Check box “a” only if you are a private person (such as a friend or neighbor) and NOT a professional [process server](#).
6. Print your name and the address and telephone number where you live now. If you are a registered process server, write the name of the county where you are registered, and give your registration number.
7. By checking this box you are promising that all of the information you have given on this form is true and correct.
8. Skip this box unless you are a California sheriff or marshal.

NEXT: Write the date, and print and sign your name at the bottom of this form. Either:

- Mail the form to the court clerk at the address in ❷ above, or
- Give the completed form to the person who asked you to serve the court papers so that he or she can file this form with the court clerk.